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# Informational guide for parents of residential children

Margaret Anne Peters

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## Informational Guide For Parents Of Residential Children

Margaret Anne Peters  
Independent Study  
May 1, 1995  
Advisor: Elizabeth Vrugtman

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March 8, 1995

Dear CID Parent,

I am a second year student in the Central Institute for the Deaf Professional Education Program. This program's curriculum includes an Independent Study of a special topic, explored in depth, in the field of Deaf Education. The purpose of my study is to make CID a smaller place for all families of residential children; those new to the school and those of you who have already entrusted your children to CID. I hope to do this by preparing a Family Handbook containing information that would be useful to parents of Central Institute for the Deaf residential children: an informational guide to the CID residential experience. The content of this Handbook would include:

- an outline of the policies and procedures that are of particular importance to families of residential children,
- answers to questions about the residential experience,
- expectations of the parents, of the child and of the staff that contribute to a positive residential experience

The information for the handbook will come from interviews with houseparents, teachers, coordinators, audiologists, a counselor, a health professional, a food service administrator, a financial administrator and educational administrators at CID who contribute in an on-going way to the well-being of the residential children. Existing Family Handbook information, and questionnaires to parents of our present and past residential children, will also be included.

Enclosed, please find a copy of the questionnaire I am requesting parents complete. Your experiences as the parent of a child in the CID Residence Halls is most valuable to my study. I will use your ideas to make the Family Handbook a comprehensive and useful guide for the parents of present and future residential children. Please fill out this questionnaire and return it to me in the stamped, return envelope by **March 17, 1995**. Thank you, for your contributions to this project whose end result will better serve the families of CID residential children. Please call me if you have any questions.

Sincerely,

Margaret A. Peters  
CID Professional Education Student  
(314) 997 - 0458 (CID)  
(314) 434 - 9410 (home)

## **PARENT QUESTIONNAIRE**

Based on your experiences, please answer the following questions. Consider the needs of a new parent as you share your ideas. Thank you for your assistance with this project.

### **DORM LIFE:**

What did you do to prepare your child for dorm life? For example: What did you tell your child to expect would be different from life at home? Did you know what to tell you child?

What did you do to prepare your child for separation emotionally and physically?

Is the clothing list accurate? Do you typically send more/less clothing than the list suggests? What pieces specifically?

How do you and your child celebrate birthdays and other special days (ex: religious holidays) throughout the school year?

What services (ex: churches, florists, gift shops, etc.) in St. Louis would you suggest we list for parents?

### **AUDIOLOGY :**

How do you prepare your child to take care of his/her assistive devices?

Are your child's ENT records sent to a St. Louis physician? If yes, how did you know what to send and to whom? If no, what is the reason?

If your child has a cochlear implant, does your center transfer records to CID? Why or why not?

**COMMUNICATION:**

How do you keep informed of your child's school progress ?

How do you keep informed of your child's life outside of the classroom?

How often do you communicate with and what recommendations might you have regarding accessibility of the following:

Your child

Dean of Students

Teachers/Coordinators

Audiologists

Houseparents

School office

Nurse

Other

**GENERAL INFORMATION:**

What is the most important piece of advice you would give to the parents of a new residential student?

How could the CID Staff have better prepared you and your child for the residential experience?

Please list any additional information you feel might be valuable to a new parent.

Name (optional): \_\_\_\_\_

Please return by: **March 17, 1995**    **THANK YOU!**

\_\_\_\_\_  
Margaret Peters Central Institute for the Deaf 818 South Euclid Avenue St. Louis, MO 63110

The purpose of my Independent Study was to prepare an Informational Guide for parents of Central Institute for the Deaf residential children. Information that would be useful and sensitive to the needs of parents who are preparing their children to leave home for the purpose of an education at CID. An education that would provide then with the opportunity to choose oral communication in the hearing world. Information for the Guide came from present and past residential parents; as well as from the teachers, houseparents, and staff who contribute in an ongoing way to their well being.

I interviewed representatives of departments in the school that had contact with residential children and/or their parents. Teachers and Coordinators of all academic departments, PrePrimary, Primary, Elementary, and Upper Elementary were interviewed. Representatives from the School Department that were interviewed included: the Dean of Students, two School Audiologists, the School Nurse, the Guidance Counselor, Houseparents in all dorms, and the Principal's Assistant. Additionally, I spoke with a Food Service administrator and an administrator in the Finance Department. I asked those interviewed to clarify procedures and expectations of their departments that relate especially to residential children in addition to relaying information they feel the parents would benefit by knowing. Information from their departments together with suggestions for improving the residential child's experience at CID were used to formulate questions for a questionnaire that was sent to present and several past parents of residential children.

These questions, along with several that asked parents what information they would like to know or would like to have known before coming to CID were sent along with a letter of explanation about this project. A copy of the letter and questionnaire follows this summary. I asked that parents share their ideas as if they would be advising a parent new to the residential experience. I asked them questions pertaining to their experiences with dorm life that included how they prepared their children physically and emotionally for the separation. I asked questions about audiology that included how they prepared their children to care for their devices and I asked about their communication with various staff as well as with their child, in terms of frequency. Finally, they were asked to let me know how CID could have better prepared them for the residential experience; and to give, what they consider, the most important piece of advice they could offer a parent of a new residential student.

I sent a total of 40 color coded questionnaires, 27 on blue paper to present parents, and 13 on green paper to past parents. I requested that they be returned in the enclosed, addressed and stamped envelope within 10 days. The questionnaires were color coded because I was interested in observing possible differences in the responses of present and past parents. I received 11 responses, 9 from present parents, 2 from past parents and there was no significant differences in the responses.

The parents who responded offered well thought out and useful information. This, together with information offered by CID staff, information from the CID Houseparent and Assistant Houseparent Manual, and existing information from the current Family Handbook of School Policies allowed me to put together a 13 page Guide for the Parents of Residential Children.

The Guide is meant to be a supplement to the Family Handbook of School Policies. In gathering data for this Guide, I obtained information that would be useful but

was not included, because it was out of the realm of this supplement. This information contributed to my suggestions for Family Handbook revisions.

My suggestions are:

- including a large calendar in the Family Handbook on which Coordinators from all departments could note pertinent events in their departments that would be a reminder to parents living in and out of town of what is happening in their child's department. The calendar would also allow parents to add on important dates such as planned visits to their child or times and dates for phoning their child, coordinators, houseparents.
- giving all parents of residential children a St. Louis phone book and maps. Parents were interested in knowing addresses and phone numbers and directions for several services in the St. Louis area. I also suggest compiling a list of nearby businesses that would supply these services upon their arrival in August.
- resolving the differences in suggestions of departure times given by the School Office and the Academic Departments. At the moment, the school office suggests that children needing transportation to the airport, have their flights scheduled between 8:00a.m. and 3:00p.m. on the day of departure because personnel needed to transport the children to the airport would be available at those times. The academic departments however, request that no child leave before 3:00p.m. on school days.
- posting rules in the laundry room.
- making communication between staff and parents and children and their parents easier and ultimately more frequent through 800 numbers and computers.
- revising the layout of the Family Handbook to include more information such as a brief history of CID, Customs and Traditions, and the purpose, officers, and phone numbers of the CID Parent Organization.



## **INFORMATIONAL GUIDE FOR PARENTS OF RESIDENTIAL CHILDREN**

### **HOUSEPARENTS:**

#### **Responsibilities and Expectations:**

The houseparent is responsible for the day to day management of residential children in his/her dormitory group. This includes providing a loving, supportive, environment; as well as tending to the physical caretaking needs of the children. The houseparent is directly responsible to the Dean of Students and under the general supervision of the Principal.

Specifically, the houseparent will perform general duties related to the care of the children such as, but not limited to, the following:

- Develop a "home" environment for the children.
- Get children up in the morning and assist them to the extent needed in getting ready for school.
- Eat with the children at all meals monitoring their eating habits and instructing them in good table manners.
- Supervise and help with homework and assist children in finding appropriate items for special activities.
- Identify when children become ill and take them to the Infirmary
- Communicate at least weekly with your child's teachers and coordinating teachers, get to know them and share with them information that might be helpful.. Although the houseparent is expected to be informed of your child's performance in the classroom; if you have questions about his/her progress in the classroom you should ask the coordinating teacher. The teachers will have more complete information as to your child's academic performance.
- Communicate with parents on a regular basis and be ready with information about activities that your child has been participating as well as information about your child's general well being.

### **RESIDENTIAL FACILITIES:**

#### **CID SCHOOL DORMS**

818 S. Euclid Ave.

St. Louis, MO 63110

Children ages 3 to 8 live in the dorm housed in the CID School Building, called the Little's School Dorm. Children these ages generally attend school in the PrePrimary and Primary Departments.

Boys ages 8-11 also live in the CID School Building in the Middle Boy's Dorm. Boys these ages generally attend school in the Primary or Elementary Departments.

Little's Dorm

Houseparent: Name Phone #

Assistant Houseparent: Name Phone #

### Middle Boy's Dorm

Houseparent: Name Phone #

Assistant Houseparent: Name Phone #

### Sample School Dorms Schedule:

7:00a.m. - 7:15a.m. Wake - up

7:45a.m. Breakfast

8:30a.m. School starts

3:00 p.m. School ends

3:00p.m. - 5:00p.m. After school program

5:00p.m. - 5:30p.m. Meet houseparents and eat dinner

5:30p.m. - 6:45p.m. Free time

6:45p.m. - 7:30p.m. Chores for children in Middle Boy's Dorm

7:30p.m. - 8:00p.m. Quiet time and Showers

8:00p.m. - 8:15p.m. Snack

8:15p.m. - 8:30p.m. Chores for children in Little's Dorm

8:30p.m. - 9:15p.m. Bedtime depending on age

Children in the School Dorm are assigned one chore per week such as:

set -up for snack

take trash out to hallway

clean-up after snack

clean-up living room

### CID RESIDENCE HALL

4533 Clayton Avenue

St. Louis, MO. 63110

The address of the CID Residence Hall is NOT your child's mailing address; please refer to the Communication section (page ??) for the mailing address.

Boy's ages 11-14 live in the Older Boy's Dorm and attend school in the Elementary and Upper-Elementary Departments.

Girl's ages 11-14 live in the Older Girl's Dorm and attend school in the Elementary and Upper-Elementary Departments.

### Older Boy's Dorm

Houseparent: Name Phone #

Assistant Houseparent: Name Phone #

### Older Girl's Dorm

Houseparent: Name Phone #

Assistant Houseparent: Name Phone #

### **Sample Weekday Residence Hall Schedule**

6:45a.m. - Wake-up calls. Must be dressed and ready for school by 7:40a.m.

7:45a.m. - Breakfast

8:30a.m. - School starts

3:00p.m. - School ends

3:00p.m. - 5:00p.m. After school activities

5:00p.m. - 5:30p.m. Meet houseparents and eat dinner

5:30p.m. - 5:40p.m. Walk back to dorm and discuss plans for evening

5:45p.m. - 6:45p.m. Quiet Time for homework, chores, or showers.

6:45p.m.- 9:00p.m. Freetime (within reason)

9:30p.m. - 10:00p.m. Bedtime, depending on age

These after school times are subject to outside play, if weather permits.

Children in the Residence Hall are assigned one chore each week in addition to being responsible for doing their laundry one night a week. They are given assistance with their laundry until they are comfortable with the procedures. Written instructions are always posted in the laundry room.

Typical chores are:

clean living room

clean kitchen

clean earmolds

clean shower room

take out the trash

check and replace batteries

### **DORM RULES:**

Dorm rules reflect the needs of many children and several houseparents. Children will find that CID's Dorm Rules will be different from home. In addition, because CID is located in a city, certain rules pertaining to safety may be new. Teachers and houseparents have found that if parents discuss the dorm rules and schedules with their child, then the child knows what to expect. When the child understands what is expected of him/her, the reason for the necessity of certain rules, and that expectations and schedules in the dorm are likely to be different from those at home; their adjustment to dorm life will be easier. You will be sent a copy of rules and schedules for your child's dorm as soon as possible after his/her arrival.

### **PARENT COMMUNICATION WITH:**

#### **COORDINATORS AND TEACHERS:**

It is important that parents of residential students keep in close contact with the houseparent, teacher and coordinating teacher while their child is at school. As a general rule:

- Parents should write or phone the coordinating teacher at least once a month. It is best to discuss major educational issues with coordinators rather than houseparents as the

coordinator will have a more complete picture of the goals and expectations for the child.

- Parents should make every effort to attend, in person, at least two conferences during the school year, one in the Fall and one in the Spring. Please refer to the Family Handbook for more detailed information about scheduling conferences.
- Communication with the Dean of Students or the houseparent should be on a weekly basis, either by phone or letter. It is especially important to let us know if there are any problems at home which may affect the student's behavior or any problems the student is having at school or in the dorm which are not being resolved.

#### School Papers and Notes:

The following describes, by department, the manner in which parents receive their child's school work. Parents may make a reasonable request to change the general procedures if they choose.

- Pre-Primary teachers send a personal letter weekly to the parents describing the activities of the week along with papers that their child has completed.
- Primary teachers prepare a weekly newsletter that includes accomplishments for the week in language, reading and math; as well as, information about activities for the coming week. The newsletter along with the child's papers are sent to the parents every other week.
- Elementary language teachers may send a short note to the parents along with his/her papers in all subjects. This packet of information is sent to parents every two weeks.
- Upper-Elementary students should be responsible for saving and sharing their school work with their parents on a regular basis. As in all departments, the coordinator and teachers are always available if the parents have particular concerns about their child's school work.

#### COMMUNICATION WITH CHILDREN:

##### Letters and Packages

Communication between parents and their children is very important. Parents, teachers, children and Houseparents agree:

##### **SEND LOTS OF LETTERS !!**

Children look forward to mail everyday. Parents should write to their child frequently, at least several times a week. Some parents have found that sending several (ex. 3-5) short letters at one time for the houseparents or coordinating teacher to distribute daily is easier and more efficient. Whatever method of communication you choose, it is very important to the children that they hear from their parents frequently. Relatives are encouraged as well to keep in touch. When writing, please try to use language your child understands, even if he or she does not yet read.

Letters to children in the Pre-Primary and Primary Departments are distributed by the Coordinators of those Departments and are used for language activities unless the parents request otherwise. Letters to children in the Elementary and Upper Elementary Departments go directly to the Houseparents and are distributed during dinner.

Occasionally students also enjoy receiving packages. Some parents suggest sending "care" packages that include such things as snacks, comics, movies, and favorite reading materials. Parents and others who write to the students are asked not to send money. Students are given spending money when it is appropriate.

All mail, trunks, boxes etc. should be addressed to your child at the following address:

Child's name

Central Institute for the Deaf

818 South Euclid

St. Louis, MO 63110

Although the child's mail is disbursed by the coordinators of the PrePrimary and Primary Departments; packages for children in these departments go directly to the houseparents and are handed out during or after dinner.

#### Phone Calls:

Some students also enjoy talking on the phone or the TDD. However, parents must keep in mind that phone calls must be limited because of the number of students in each dorm and because talking with you may tie up the houseparent who must help interpret. Therefore, phone calls are limited to ten minutes in length (fifteen minutes for TDD calls). Parents are encouraged to set up with the houseparent the best day and time for these calls. The child benefits from the security of knowing he/she will receive a call from their family on a designated day and time. However, as important as phone calls are, we have found that some students enjoy their letters even more than phone calls. They like having something tangible from you.

#### **CLOTHING LISTS:**

Parents will be given a list of recommended clothing, linens, personal articles and hearing device accessories upon acceptance to CID. Send clothing that has simple washing instructions. Because there are several children in each dorm, it is difficult for the houseparents to remember which shirts can't be dried, which pants are wool and can't be washed in a washer, which purple socks run, et. In addition, limit the amount of clothing which requires ironing. **Label all of your child's possessions** with his/her name or initials. The temperature in St. Louis from August to May ranges from 0 degrees to 100 degrees accompanied by a variety of conditions, including hot with high humidity, rain, sleet, snow, ice, as well as moderate spring time breezes. The best advice is to be prepared for all types of weather.

As in many households, socks and underwear may need to be replenished as the year progresses. In addition, larger sizes may be needed as your child grows.

#### **SUPPLIES:**

School:

Children in Upper Elementary are given a school supply list in August and are expected to keep supplies replenished. It is recommended that the child bring necessary supplies after a

visit home. If the child needs to purchase supplies while at school, he/she should be responsible for telling the houseparent what is needed.

Dorm:

Carpeting, a bed, bedside table, and closet with shelves and hanging space is provided in the School Dorms. Carpeting is not provided in the CID Residence Hall; however, a bed, dresser, desk, chair, and closet with shelves and hanging space is provided. Your child may decorate his/her room in whatever "motif" is desired and you are encouraged to make his/her surroundings as "homey" as possible.

As with school supplies, if the child needs to purchase additional toiletries, he/she should be responsible for informing the houseparent.

### **HEALTH SERVICE:**

Nurse: Name      Phone #

A Registered Nurse is scheduled to be on duty in the Infirmary on Monday through Friday from 7:30 A.M. until 5:30 P.M. and on a beeper during the evening from 5:30 P.M. until 9:00 P.M. On Saturdays and Sundays, the beeper is on from 9:00 A.M. until 9:00 P.M.

Dr. Neal Middlecamp is the CID pediatrician and as such is consulted when needed. The nurse will not hesitate to send a child to Children's Hospital Emergency Room if absolutely necessary.

### **ILLNESS AT SCHOOL:**

If a residential student becomes ill during the school day, he/she will be admitted to the Infirmary. If appropriate, the student will be seen in the Infirmary by Central Institute's pediatrician. The parents will not be billed for services provided by CID's pediatrician. Typically, the nurse will contact the parents of a residential student who is admitted into the Infirmary for an overnight stay.

If a child has an illness that requires him to remain isolated from other children, the child will stay in the infirmary throughout the night. A dorm/recreational aide (or Houseparent on occasion) will stay in the infirmary with him/her.

The following are Infirmary Policies and Procedures:

- A child will stay in the infirmary if his/her temperature is above 100.6 degrees, has persisting symptoms and needs to be monitored, has a contagious virus, such as "pink eye", and should be isolated, or has not been temperature free for 24 hours.
- The Houseparent packs a bag for the child who is to stay in the infirmary. This bag will have the child's toothbrush, pajamas, books he/she may like to read, battery charger -- when applicable, and anything else the child may like for his/her stay away from "home". The Houseparent will also visit and reassure the child and stay informed about his condition.
- If it is determined that a child must go to the Emergency Room, the Nurse, Assistant Dean, Dean of Students, or Houseparent will accompany the child.

### **MEDICATIONS AT SCHOOL:**

The nurse adheres to the same guidelines for dispensing medications to residential students as for day students.

- Medications are kept in the infirmary.
- Parents of students with chronic health problems, requiring medication during the school year must provide a written statement from their doctor.
- No over-the-counter drugs may be administered to students at school unless authorized in writing by a parent.
- Short or long-term medicine prescribed for a student by a doctor which is to be given during school hours, must be sent to school in the container from the pharmacy with complete instructions as to time, dosage, doctor's name, date, etc.

Although the nurse dispenses all medication throughout the schoolday, on weekends and evenings, Houseparents will administer medications and will keep a record on the Medication Form in the Dorm Log of when each medicine was administered.

If there is a change in dosage needed over time, a written note from the doctor or phone call must be received by the nurse before a change can be made.

Residential children often need their prescriptions refilled while they are here. The nurse can reorder from a St. Louis pharmacy, but the parents need to advise her of their wishes. The child's incidental account will be charged the cost.

Sometimes the Nurse needs to use her best judgment in routine decisions. As in all matters, the staff strives to be responsible and thorough in caring for your child. Complete Medical History's with updates from year to year allow the Nurse to make the most well informed decisions in an emergency situation.

### **HEALTH INSURANCE**

A comprehensive health insurance policy or plan is required for all residential students. Parents must provide the School Office with a copy of their child's insurance card and all pertinent information at the beginning of the school year. It is very important that this information be kept current and that we provide

### **AUDIOLOGY:**

School Audiologists: Name Phone #  
Name Phone #

The children are expected to wear their hearing devices at all times except in the shower/bath or when they are involved in an activity which would potentially cause loss of or damage to the equipment (ex: swimming, sledding). It is essential that all children realize the importance of their devices.

All houseparents have been instructed and several have years of experience in helping a child care for his/her audiological equipment. The houseparent will check the child when he/she leaves the dorm for breakfast and when she/he returns in the evening to assure that

their equipment is in place. At bedtime, the houseparent will check and replace batteries in hearing aids and speech processors if necessary. In the Older Boy's and Girl's Dorms, one child is assigned this job per week. It is recommended that a supply of batteries and cords for your child's device be kept at the dorm so that equipment will always be in working order. Once a week, or more often if necessary, earmolds will be washed according to recommended procedures by either the child or the houseparent in the case of younger children. Each child should keep their earmolds in a dry aid pack at night. Children with cochlear implants should have their own battery charger kept in the dorm so that batteries can be charged overnight. During the school week, if there is a problem with any child's equipment, the classroom teacher or one of the school audiologists will be notified first thing in the morning.

Our children bring various styles of hearing devices from several manufacturers. It is recommended that parents send along the instructions that come with each piece of their child's equipment so that when a device can be repaired by our technician, it can be done more quickly and efficiently.

#### Children With Cochlear Implants:

Although your child may have been implanted with a cochlear device at a center near your home, while your child is living in the St. Louis area, it is possible that problems could arise requiring the attention of a physician. In that case, our pediatrician, Dr. Neal Middlecamp defers to Dr. Rodney Lusk who is a pediatric Ear Nose and Throat specialist at Children's Hospital in St. Louis. You will be receiving a form requesting that your child's cochlear implant records be transferred or copies made that could be referred to Dr. Lusk if needed. If you prefer, CID audiologists could also give you the name of other qualified ENT's in the St. Louis area familiar with cochlear implant patients.

It is likely throughout the school year that your child will be involved in activities on the weekends and after school. All CID staff who care for your children are aware that children with cochlear implants should not engage in activities that produce static, such as jumping on trampolines, sliding on plastic unless they take the processor off. If there are any activities you don't want your child to participate in or that you are concerned about, as it relates to your child's devices, CID's audiologists would like you to contact one of them directly and they will respond to your concerns.

Please refer to the Family Handbook for more complete audiological information that applies to all children.

#### **TRAVEL:**

CID encourages residential children to travel home or visit other families. However, because of the number of people affected by your child's absence it is essential that parents wanting to take students should make plans through the Dean's Office **at least three days in advance**. The Dean's office will notify Coordinators, School Office, Houseparents, the Nurse, the Food Service.



We ask that all parents respect the times and dates listed on the calendar when taking their children out of school. Children are expected to leave for weekend visits after 3:00 p.m. on Friday and are expected to return by Monday morning at 8:30 A.M. Permission to depart earlier or return later than the scheduled holiday dates and weekends must be requested from the Principal. (See AIR TRAVEL for adjusted times)

CID is aware of the logistics involved in getting a child home by air or by car; however repeated absences on Fridays and Mondays affects the academics of your child and your child's classmates because of the time spent reteaching the lessons your child missed. Please make every effort to make travel schedules during time that school is not in session.

#### AIR TRAVEL

School Secretary - Name:      Phone #

Most air travel arrangements are handled in the School Office. Arranging transportation to and from the airport for a large number of students is very complicated, especially around vacation times. Therefore, we ask that parents schedule their children's flights leaving St. Louis between 12:00 P.M. and 5:00 P.M. Students should arrive in St. Louis between 3:00 P.M. and 8:00 P.M. on the day of return. If students are scheduled at other times, we cannot guarantee escort service between school and the airport. If escort service is provided, an extra charge will be made. Charges for escort service will be \$10:00 per trip per child to the airport if at appropriate times, and \$15:00 per trip per child if scheduled at times other than listed above.

Parents should forward tickets to the School Office at least two weeks prior to the date of departure. Parents must inform the School Office if someone other than the child's parents will be meeting the child upon arrival at home as this information is necessary on the Unaccompanied Minors Form that is sent with each child traveling alone. Parents must provide that person's name, address, and telephone number. If a child's flight includes a stopover some airlines will include a charge if the child is under 12 years old for him/her to be watched between flights.

The CID staff member responsible for escorting the child between the airport and school will consult the airline regarding expected departure and arrival times. The staff member will remain at the airport until your child's airplane leaves the ground. Parents should call the airport to check on arrival times and possible schedule changes. Parents must be at the gate to meet their child; and if for any reason they are delayed, they must call the airline before the flight is due to arrive. If parents want to be notified of their child's arrival at school, they must inform the School Office. A form is available for this purpose.

Each suitcase must be clearly marked with a sturdy, well attached, readable identification tag. Each tag must state the child's name, CID's address, and how many bags are to be expected (For example: Charlie Brown, #1 of 2, Charlie Brown, #2 of 2). Parents are asked to keep some clothes at home for short weekend trips. Only "under-the-seat" bags will be used for short weekend trips. Checked baggage will be sent for longer visits and

holidays. All suitcases should be in good condition, with a strongly attached handle and latches or zippers in good working order.

Please let the airline know: the age of your child, that your child is deaf, and the extent of his communication abilities. The airline will be better able to care for your child with this information.

Children traveling alone are always sent from CID with a picture ID that states:

child's name

parent's name

address

phone number

insurance company

We request that you send your child back to school with the ID

Parents should consider applying for frequent flier miles with the airline their child will be using most often.

#### CAR TRAVEL

Parents who drive their child back and forth from school to home should keep in mind the dorm hours on weekends when making their plans. Students should be not be picked up until after 3:00 p.m. on Fridays in order that they not miss part of their school day.

Students returning on Sunday should return either before 1:00 p.m. or between 5:00 p.m. and 8:00 p.m. The dormitories are closed between 1:00 - 5:00 p.m. and no supervision is available for your child between these hours.

#### OVERNIGHT/WEEKEND INVITATIONS

Residential students, who are invited, may spend a night or weekend with authorized members of the CID community, or other persons. This authorization is given by the parents and kept in the student's file. For your child's protection, we will not permit a visit away from school unless we have your authorization, as well as approval by the Dean of Student's office. In addition, any necessary medications and instructions will be given to the adults taking the child.

A copy of the Emergency Treatment Permission Form shall accompany the student when he or she is away from school. These forms are packed in the student's suitcase by the houseparent.

#### SCHEDULED VACATIONS

The dormitories and Residence Hall will be closed for the following vacations:

Thanksgiving

Winter Break

Spring/Easter Break

The dorms will close at 12:00 noon for the beginning of Winter Break after a Holiday Performance by the children. They will close at 3:00 P.M. for the start of Thanksgiving

and Spring Break. They will reopen at 3:00 p.m. on the day of return. Refer to the School Calendar for the specific closing times. Special arrangements for late departure or early arrival must be made through the School Office.

#### **FAMILY VISITS:**

It is expected that parents will visit at least twice during the school year. We encourage you to visit as often as you wish; however when the visit includes meeting with the coordinator and observing in the classroom as it does for conferences, it is important to let the Coordinator of your child's department know which day you expect that to be, before you plan your trip to St. Louis. Field trips or visits by other families may already be scheduled in a department; making either the child unavailable or the coordinator unable to give you her full attention.

#### **FOOD SERVICE:**

Meals are served in the School Building Dining Room. Hours are listed below but are subject to change.

	Monday thru Friday	Saturday and Sunday
Breakfast	7:45 A.M. - 8:15 A.M.	8:45 A.M. - 9:00 A.M. (Sun only)
Lunch	11:30 A.M. - 12:30 P.M.	12:30 P.M. - 1:00 P.M.
Dinner	5: 00 P.M. - 5:30 P.M.	5:00 P.M. - 5:30 P.M.

The Food Service tries to make meal time a happy experience for everyone. They typically plan theme parties once a month at dinner for the children and staff. If your family has a favorite recipe, the food service encourages you to send it to them. They like to stress variety in the meals and at the same time meet dietary requirements.

Special foods can often be provided for medical or religious reasons. Contact the Dean of Students for more information.

Any time you are visiting the school, you are welcome to have all your meals with your child in the Dining Room. At the present time, the cost of breakfast is \$2.00, lunch \$2.75, and dinner \$4.00 per person.

#### **FINANCE OFFICE:**

Title Name Phone #

Title Name Phone #

The finance office handles tuition payments and incidental accounts for all students as described on page ?? of the Family Handbook. Incidental expenses charged against a residential student's account may include such things as prescriptions, batteries, meals out, activities, toiletries, various school supplies, hearing aid repair and supplies, gifts, scout registration, postage, telephone, haircuts, escort to the airport and the child's allowance. Houseparents pick up the money that each child will need for anticipated weekend expenses on Friday. Parents are welcome to call the finance office at any time for balance information on their child's incidental account.

## **IMPORTANT SUGGESTIONS FROM CID FAMILY**

Although the goal of all who teach and care for your children is to provide a loving home environment for each one; living away from home is never easy for a child or a child's family. Some of our parents, teachers and houseparents have given us suggestions to pass on to parents who are preparing to deal with the separation .

- Let the child know when she/he will be going home next or when you will be visiting next. Having a concrete time lessens the anxiety. Sometimes, marking the dates on a calendar that the child keeps in his/her room, helps.
- Many children like to keep a photo book of family, friends, and pets in his/her dorm room. For young children, in order to help them understand what is going to happen throughout the school year; some parents have found that a home-made picture book can be useful. The book can be drawn with simple pictures that depict the child as they leave home, move into the dorm, go to school, return home for vacations, go back to school, return home.
- Let the child be a part of the moving process in some way. For a young child, it might be choosing favorite toys for his/her room at school. For an older child it might be choosing most of the furnishings/decorations for the room.
- There will be homesickness and tears. It's difficult for a child to hear that Mom and Dad are very sad that he/she is not living at home because the child can't do anything about it. Try to avoid emphasizing the phrase, "I miss you", rather reassure with words of love.
- Sometimes the parents do a great job of encouraging their child and another relative has difficulty dealing with the decision. Advise all relatives of the importance of a positive attitude.
- Your child's birthday will be recognized in the dorm by the houseparents and the other children and in the younger departments in the classrooms. Even so, some homesickness occurs around birthdays because the child is not home with his family. Acknowledge the child's birthday, if only with a card and encourage other family members and relatives to send cards also.
- If a major event that affects your family is occurring at home such as, a move, a pregnancy, a divorce, a death, please tell your child in person and be supportive of his/her feelings about the information.
- If a divorce or separation is possible, please do not put your child in the middle and force him/her to take sides. Rather, reassure your child that he/she is loved and that he/she will continue to be cared for and loved by both parents. Impress upon your child that problems between parents are not the children's fault and not to worry about Mom and Dad.
- By the time your child reaches age 11, take time to explain human reproduction and all that is appropriate for them to know about their own sexuality, including what to expect with the onset of puberty. Children are very curious and need to know the facts.
- Parents need to teach their children about personal hygiene before they come to school. In the dorms they are required to take one shower daily; however, for older children, more than one shower a day may be necessary. Washing their face several

times a day, and using a mild antiperspirant/deodorant are daily routines that all children going through puberty need to learn from their parents.

- If possible, include your child in the decision process about moving to CID. For an older child, allowing him/her to spend a night in the dorm and a day at the school, might help to give him/her an idea of what it will be like
- The child will become confident with the decision to come to CID over time. Consistency by the parents in regard to letter writing, phone calls, and a positive attitude about the experience will encourage the child. Actually, often the children adjust faster than the parents.
- Explain to your child why he/she is being sent to CID. Every child has a right to know that he/she is so important that living in the dorm is a necessary part of giving him/her the opportunity to learn oral language.